



KTIP COORDINATORS MAY - JUNE 2011 NEWSLETTER

100 Airport Road, 3rd Floor
Frankfort, Kentucky 40601
Telephone: (502) 564-4606
Toll Free: (888) 598-7667
FAX: (502) 564-7080

Dr. Phillip Rogers
Executive Director

Robert L. Brown
*Division Director
Professional Learning and
Assessment*

Teresa M. Moore
Program Manager

Sherri Henley
Program Consultant

Sharon Salsman
Program Coordinator

Carol Smith
Administrative Specialist III

KENTUCKY TEACHER INTERNSHIP PROGRAM

NEW INFORMATION

KTIP IECE TPA TRAINING

Those that completed the KTIP IECE TPA Training prior to May 2008 will need to be re-trained by completing the KTIP TPA IECE face-to-face Trainings that will be scheduled this summer/fall prior to internship committee assignments.

KTIP committee members who serve IECE interns must have current (2007 or later) KTIP TPA training as well as face to face IECE training.

KTIP TPA TRAINING

There is no online training available. All trainings for TPA or IECE must be completed in a face-to-face setting. The online homework must be completed prior to the TPA face-to-face training and is available at: www.kyeducators.org.

Choose the "Assessments and Internships link.

Choose

KTIP200	06	KTIP TPA Face-to-Face Training Homework {FREE!}	0	<input type="checkbox"/>
---------	----	---	---	--------------------------

Add Course To EduCart

Choose "View my EduCart."

Choose the "Checkout" button

Complete the demographic information page and choose "next" and then "finish".

Scroll to the bottom of the page and choose "return to website".

Once you complete the online training you will be issued an e-ticket for the face-to-face training, so it is best not to wait until the night before the training to complete as there may not be enough time to receive the e-ticket.

A list of all training dates and locations can be found at the EPSB website address, which is www.epsb.ky.gov. After accessing the homepage, click on

Internships, then click KTIP Training. Here one will find dates, locations, and contact information for each training offered.

Click on this link <http://www.kyepsb.net/IMSTraining/lmsTraininginfo.aspx> to find KTIP TPA Face-to-Face Training dates.

Reminders

Intern Management System

Log in using your username and password. Click on Intern Management System (IMS) to begin electronic documentation of the internship.

Please be sure to answer the hint questions allowing you to reset your password independently. Passwords expire every 90 days.

Please verify all personal information, including e-mail address.

Confirmations of Employment

You may begin entering COEs for the 2011-2012 school year on August 1st . At this time we do not anticipate having spring interns.

Resource Teacher Payments

Timesheets approved through June 10, 2011, have been processed for payment. All checks are sent directly to public school board finance officers. All checks for private school resource teachers are sent directly to the address listed in our eMARS database. Please make sure that timesheets have been signed by all committee members. Timesheets do not come to us for processing until all signatures are complete.

New Finance Officers and/or Payroll Personnel

New finance officers and/or payroll personnel who handle resource teacher payments should provide contact information to Carol Smith so she may direct all payment information to their attention. You may reach Carol by email or phone: carolj.smith@ky.gov or 502-564-4606 ext. 276. If you are a member of the KTIP Committee and know there is a new staff member in your district, he or she is probably ***NOT*** receiving the emails notifying them of the resource teacher payment. Please have them contact Carol Smith so resource teachers may be paid in a timely fashion.

KTIP Committee Cycles

Observations and committee meetings shall be scheduled in accordance with the following:

The orientation meeting shall be held prior to the conduct of any formal classroom observations of the teacher intern;

The classroom observations by all committee members shall occur prior to the corresponding committee meeting;

The classroom observations and second committee meeting (Cycle 1) shall be held between one (1) and sixty (60) instructional days **following the orientation meeting;**

The classroom observations and third committee meeting (Cycle 2) shall

be held between sixty-one (61) and 110 instructional days **following the orientation meeting**; and

The taping and reviews of the video or classroom observations and fourth committee meeting (Cycle 3) shall be held between 111 and 140 instructional days **following the orientation meeting**.

National Board for Professional Teaching Standards

NBPTS/EPST/KDE

Programmatic questions are to be directed to the National Board for Professional Teaching Standards (NBPTS) at 1-800-22TEACH (1-800-228-3224).

Incentive Trust Fund questions are to be directed to the Education Professional Standards Board (EPST) at 502-564-4606 or 1-888-598-7667.

\$2000 Salary Supplement questions are to be directed to the Kentucky Department of Education (KDE) at (502) 564-5279.

Timelines/Deadlines

Statements of Intent (NBC-1) **must** be submitted to Teresa Moore at the EPST within 30 days of receiving confirmation of NBPTS Candidacy in order for the teacher to be enrolled in the Teachers' National Certification Incentive Trust Fund. Failure to do so may result in the loss of incentives. If you have any questions, please email teresam.moore@ky.gov.

CONTINUING EDUCATION OPTION

We currently have several candidates in the "old" version of CEO that must be finished by January 2013. The next Portfolio submission window is July 1-15.

We have 46 candidates enrolled in the "new" version of CEO.

"The school is the last expenditure upon which America should be willing to economize. "
Franklin D. Roosevelt